

REGULATION
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25X1A

ORGANIZATION
18 January 1954

PERSONNEL OFFICE

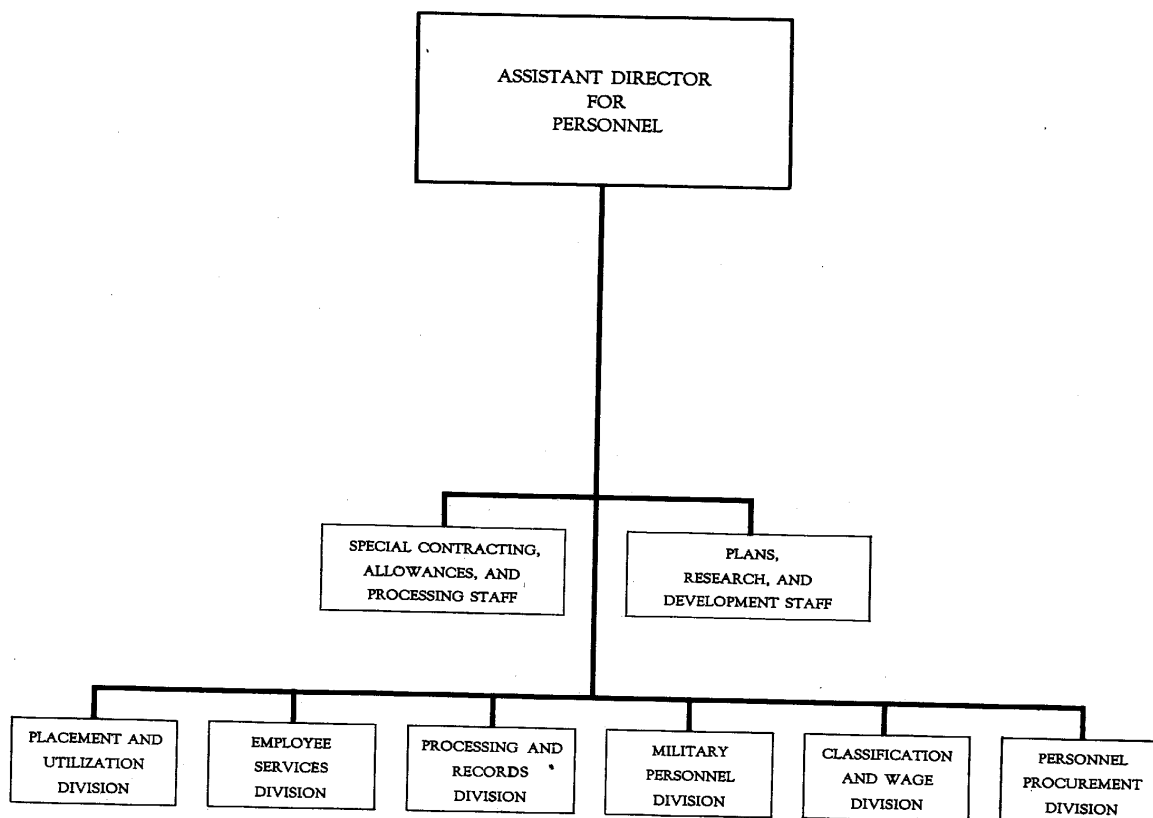


Figure 1

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25X1A
ORGANIZATION
30 July 1954

OFFICE OF PERSONNEL

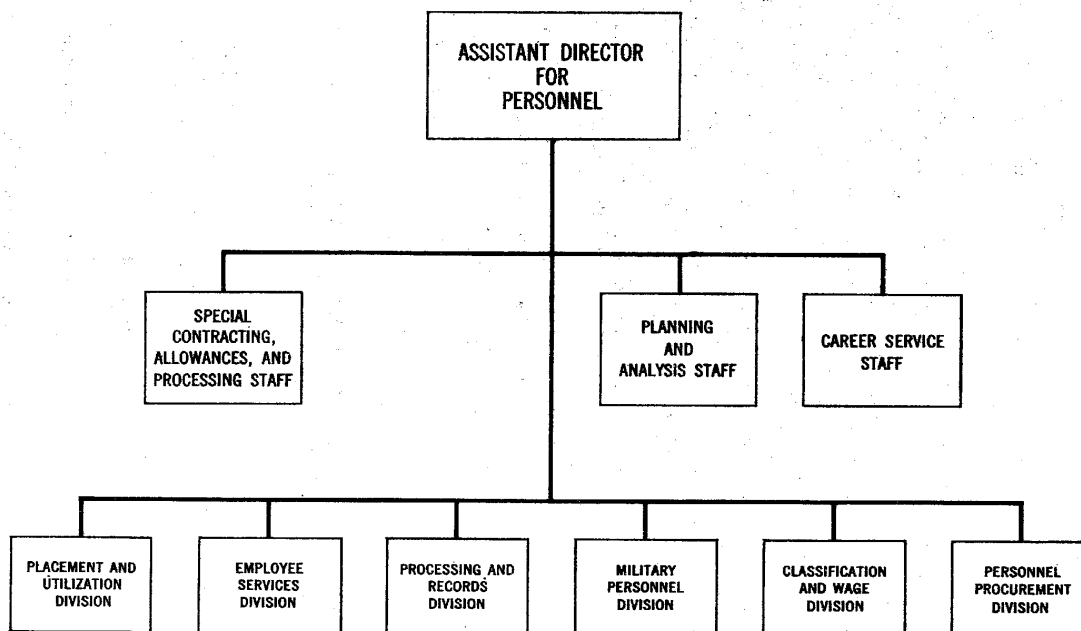


Figure 1

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REGULATIONORGANIZATION
30 July 1954**ORGANIZATION AND FUNCTIONS
OFFICE OF PERSONNEL**

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Rescission: [REDACTED] dated 18 January 1954.

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1. MISSION

The Assistant Director for Personnel is responsible to the Director of Central Intelligence for the development and administration of an Agency-wide personnel program.

2. FUNCTIONS

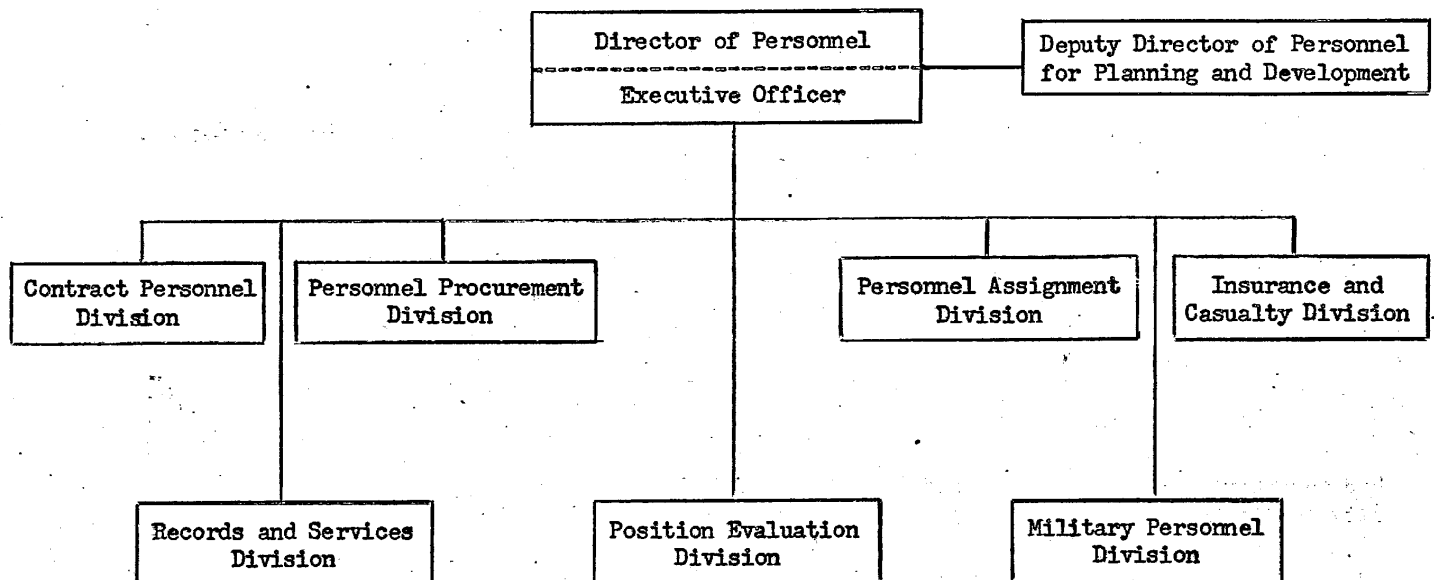
The Assistant Director for Personnel shall:

- a. Formulate and recommend policies, regulations, and standards which shall govern the administration of personnel throughout the Agency.
- b. Advise and assist administrative and operating officials on all matters of personnel administration.
- c. Inspect, review, and evaluate all phases of personnel management activity wherever performed in the Agency, for compliance with policies, regulations, and standards, and for adequacy of personnel programs at all levels of the Agency.
- d. Represent the Agency on civilian and military personnel matters to the U.S. Civil Service Commission, the Selective Service System, the Department of Defense, and other agencies as may be designated.
- e. Conduct research in the field of personnel management as required in support of operational programs.
- f. Provide personnel service for the Agency to include:
 - (1) Position classification and wage administration.
 - (2) Procurement and placement of personnel for all components of the Agency.
 - (3) Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency.
 - (4) Procurement and assignment of military and other IAC personnel to the Agency, and administrative operations in connection with these details.
 - (5) Preparation of appropriate personal service contracts for all components of the Agency.
 - (6) Administration of a program for holding personnel for eventual assignment to operating components of the Agency.
 - (7) Administering and monitoring the Agency Career Service Program. Developing and recommending the establishment of policies and procedures for the management of Career Boards and, through review of their activities, periodically advising the Director as to the effectiveness and accomplishments of the program.
 - (8) In-service promotion program to bring about maximum utilization of the skills and abilities of personnel already in the Agency.

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OFFICE OF PERSONNEL



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30 September 1955

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REGULATION

ORGANIZATION
17 February 1956

OFFICE OF PERSONNEL

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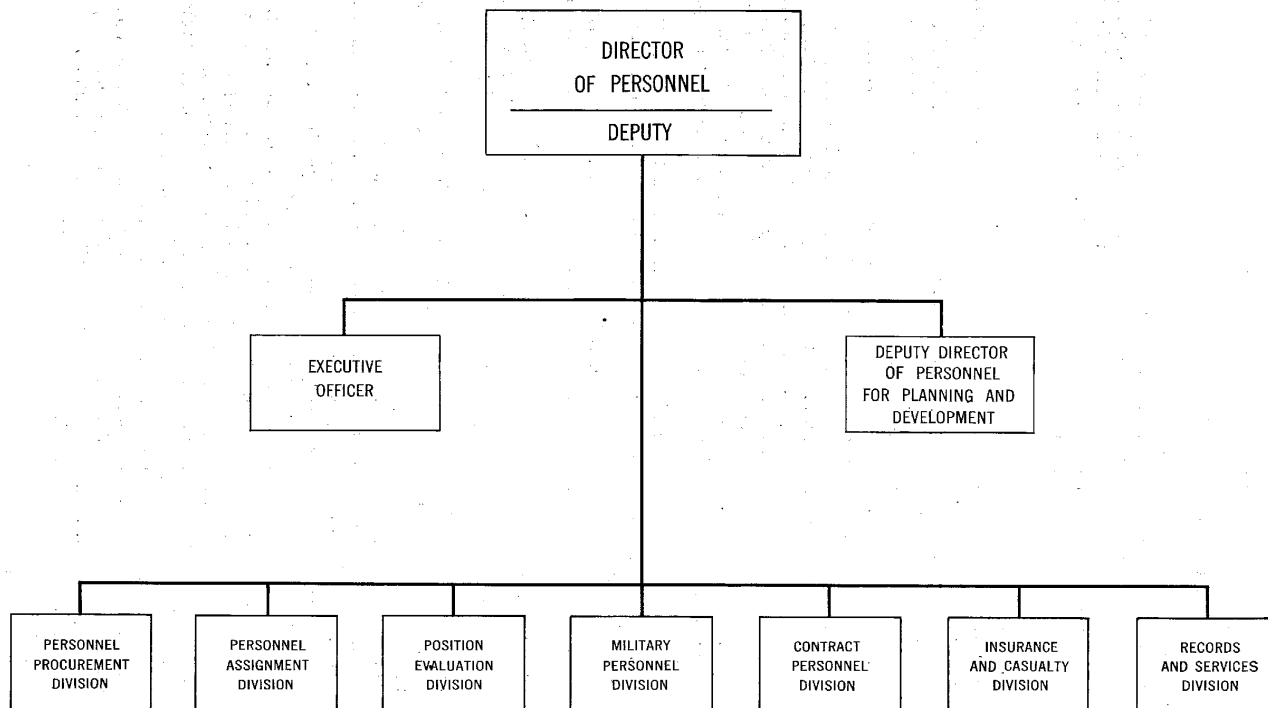


Figure 7

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REGULATIONCHANGE 1
ORGANIZATION
27 December 1956**OFFICE OF LOGISTICS****9. DIRECTOR OF LOGISTICS****a. MISSION**

The Director of Logistics is responsible for planning and implementing Agency logistics support and for providing for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for providing printing and mail and courier services.

b. FUNCTIONS

The Director of Logistics shall:

- (1) Develop, recommend, and implement logistics plans, programs, and policies in support of Agency activities.
- (2) Develop logistic data for and provide technical assistance to other elements in the preparation of Agency plans, programs, and projects and in the conduct of overseas logistics activities.
- (3) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
- (4) Coordinate and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements; and determine initial procurement quantities.
- (5) Administer, operate, and supervise all Agency printing and reproduction activities except as specifically authorized otherwise by the Director; and review requests for, and utilization of, printing and reproduction equipment.
- (6) Procure or exercise technical staff supervision over the procurement of supplies, equipment, and nonpersonal services determined necessary for Agency activities.
- (7) Direct real estate and utility acquisition, improvement, and disposition, including design and construction, alteration, renovation, and maintenance.
- (8) Determine space requirements and effect space acquisition, planning, and allocation to meet Agency needs within the metropolitan area of Washington, D. C., and provide alterations, maintenance, moving, telephone, and other related office services.
- (9) Provide domestic facilities and technical guidance in support of overseas activities, for receiving, inspecting, warehousing, packing, issuing, maintaining, and disposing of supplies and equipment.
- (10) Develop and administer an integrated stock accounting system.
- (11) Be accountable and responsible for supplies, equipment, and real estate not specifically delegated to other Agency components.
- (12) Provide technical guidance on travel arrangements for Agency personnel, and arrange for the transportation of Agency property.
- (13) Provide vehicular support in the metropolitan area of Washington, D. C., and exercise technical staff supervision over the allocation, use, operation, disposal, and maintenance of all Agency-owned motor vehicles.
- (14) Provide trained logistics personnel to other Agency components.
- (15) Direct the administration and executive management of all matters related to the planning for the new Agency headquarters building.
- (16) Maintain the headquarters mail and courier service.
- (17) **Develop and implement a support program for the maintenance of Agency-owned and Agency-controlled aircraft and, to the extent specifically agreed upon by other responsible components, installed or allied equipment; and provide the necessary logistical support therefor.**

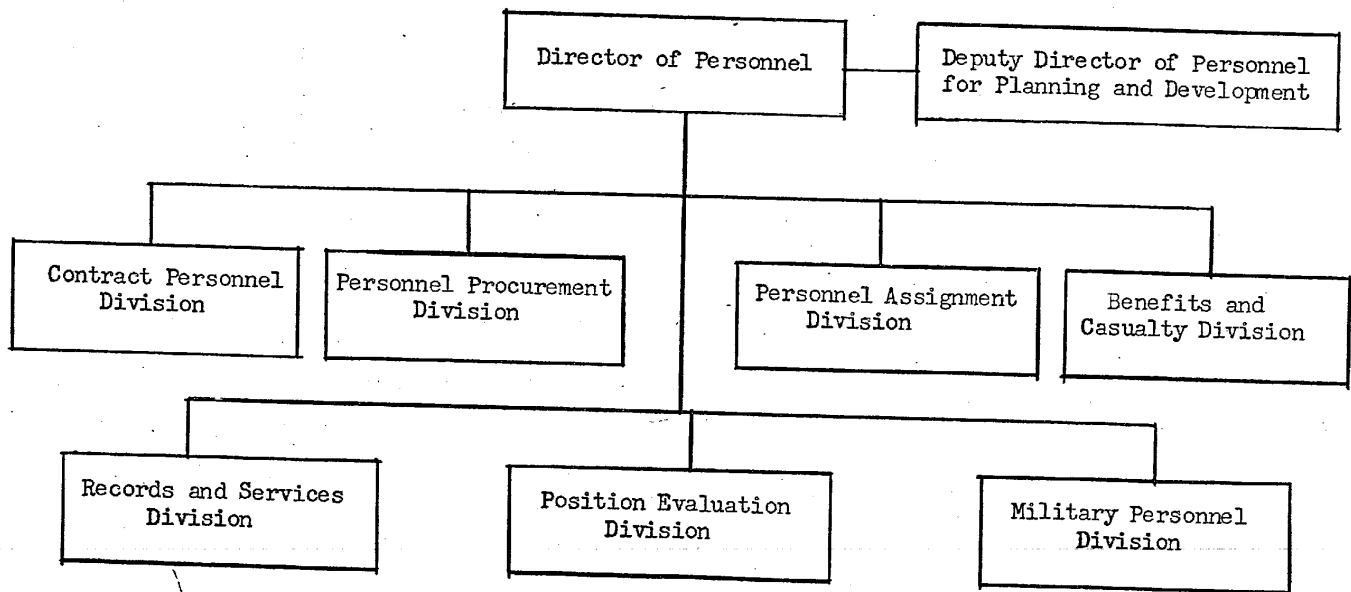
c. ORGANIZATION

See organization chart, figure 6.

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OFFICE OF PERSONNEL



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